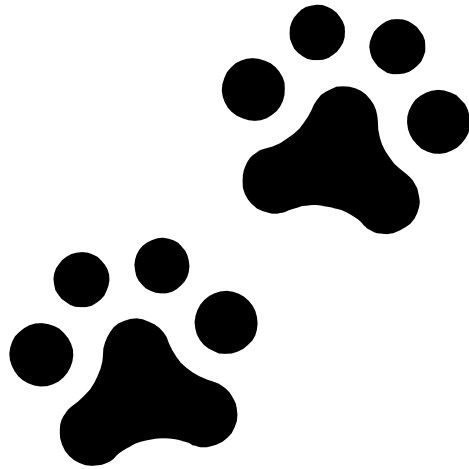


# LHS



# Research Handbook

Updated Sept. 6<sup>th</sup>, 2011

# LHS Resources:

|                    |   |   |
|--------------------|---|---|
| <b>Pathfinders</b> | Lists of resources compiled for you to begin your research          | Media Center Webpage (left hand side of Destiny)  |
| <b>Databases</b>   | A collection of electronic resources that is organized and reviewed | Homepage on LHS computers<br><b>At home:</b> Media Center webpage under REFERENCES (Get a brochure in the media center for passwords) |
| <b>Destiny</b>     | Online library catalog and links to databases                       | Homepage on LHS computers<br><b>At home:</b> Media Center Webpage   |

## Research:

### 5 Golden Rules of Wikipedia

1. Look for warning banners throughout the article.
2. Don't use anything that can't be proven somewhere else –use it as a jumping point to other potentially more trustworthy resources
3. Look for Wikipedia to be more accurate on non-controversial topics.
4. You cannot be sure that the content meets standards of academic rigor.
5. Ask yourself- Can you trust people you don't know with your grades?

### 5 Golden Rules of Google

1. We trust and believe that Google acts in our best interest- don't be fooled.
2. Google doesn't know your teacher or your curriculum.
3. It is biased- Google values popularity over accuracy and established sites over new.
4. Google remembers everything you do. Every search you make builds on the one before.
5. Google does not “read” your search term for meaning. It is purely navigational, it points.

# How to Avoid Plagiarism:

|  |  |
|--|--|
| <b>What exactly is plagiarism?</b>                           | When you use someone else's <b><u>words, ideas, or work</u></b> and attempt to claim it as your own  |
| <b>Examples of plagiarism</b>                                | <p><b>Plagiarizing words:</b></p> <ul style="list-style-type: none"> <li>-Buying a paper online</li> <li>-Having someone write a paper for you</li> <li>-Cutting and pasting from the internet</li> <li>-Copying someone's homework</li> </ul> <p><b>Ideas:</b></p> <ul style="list-style-type: none"> <li>-Turning in a sibling/friend's project</li> <li>-Building on someone else's ideas without proper citations</li> </ul> <p><b>Work:</b></p> <ul style="list-style-type: none"> <li>-Letting someone else do all of the work and putting your name on it</li> <li>-Having your dad build your cathedral project for history</li> </ul>   |
| <b>How can teachers tell when you have plagiarized?</b>      | <ul style="list-style-type: none"> <li>-We know you and your writing style.</li> <li>-Your work is too similar to someone else's.</li> <li>-You are not able to confidently express your ideas about the issue or project or answer any questions concerning what you have turned in.</li> <li>-When what you have claimed is not common knowledge. For example, even if you are paraphrasing someone else's words about the Protestant Reformation, if we know this information is new to you, you should be citing the source of your new found knowledge.</li> <li>-Just like there are sites "out there" to sell student's papers, there are sites "out there" to review papers for plagiarism.</li> </ul> |
| <b>What will happen if you get caught?</b>                   | <p><b>1st Offense:</b> Zero on the assignment in question and parent conference.</p> <p><b>2nd Offense:</b> Out of school suspension of up to three days, zero on the assignment in question and parent conference.</p> <p><b>3rd Offense:</b> Failure of the course and possible removal from class.</p>  |
| <b>How can you avoid the wrath of the plagiarism "gods"?</b> | <ul style="list-style-type: none"> <li>-Know when you do and do not need to document where you found your information. When in doubt . . .CITE!</li> <li>-Always keep track of where you are finding things- use bibliographic entries to help you keep track of your sources.</li> <li>-Remember that regardless of whether you are paraphrasing, summarizing, or</li> </ul>  |

|  |  |
|--|--|
|  | <p>quoting text or ideas (directly and indirectly) you should cite.</p> <p>When all else fails . . .ASK!</p> |
| <p>Moral of the story: You are an intelligent and hardworking student who does not need to claim other people's ideas and work as your own. Use your researching skills, your common sense, and your honesty to keep you on the straight and narrow. Losing the trust of your teachers, parents, and peers can be devastating to your academic and social future. Don't risk it!</p> |  |
| <p>Based off of : Margaret Lincoln's <i>Cheating: An Insider's Guide</i></p>   |  |

## Note Taking:

### Regardless of whether you are handwriting or typing your notes . . .

1. Avoid plagiarism by including information about the source of your information- especially when cutting and pasting!!!
2. The more information you can provide about your source, the easier it will be in the end.
3. Consider keeping a working bibliography using an online citation generator.
4. Come up with an organizational plan- 6 pages of notes in Microsoft Word can be overwhelming when you begin writing an outline or writing your paper.

## Paraphrasing:

**When you paraphrase an author's idea, you must write the idea in your own words and not just change a few of the author's words or cut and paste from the Internet.**

**Original source:** "The writer has aimed high and then summoned every ounce of energy, talent, seriousness and passion of which he was capable" (Krutch 370).

**Incorrect paraphrase:** The writer aimed high and summoned all the elements of creativity which he could (Krutch 370).

Even though you have cited the author's idea in your paper, you have followed his words so closely that you are still plagiarizing. If you believe that the words the author used to state his ideas are important, you should quote him exactly.

**Correct paraphrase:** Steinbeck has used all his creative capabilities to produce this exceptionally good work (Krutch 370).

# MLA:

## Need help creating a citation?

- BibMe ([www.bibme.org](http://www.bibme.org))
- Citation Machine ([www.citationmachine.net/index.php](http://www.citationmachine.net/index.php))
- EasyBib ([www.easybib.com](http://www.easybib.com))

**Note:** Citation generator websites may not perfectly cite your sources according to MLA format; consult the MLA charts for verification.

## Need information about how to set up your paper?

- Purdue Online Writing Lab  
(<http://owl.english.purdue.edu/owl/resource/747/01/>)
- The Writing Center @ The University of Wisconsin  
(<http://writing.wisc.edu/Handbook/DocMLA.html>)
- Works Cited 4U (<http://www.workscited4u.com/mలాformat.html>)
- Citation Management (<http://www.library.cornell.edu/resrch/citmanage/mలా>)

## Web resources for other formats:

Visit the Purdue Online Writing Lab (<http://owl.english.purdue.edu/>) for more information on: APA or Chicago

## Formatting your paper:

1. Double Spaced
2. 12 Point Font
3. Heading on left: Name, Teacher, Class, Date
4. Title of paper is under heading- do not underline or italicize
5. Page numbers: create a **header** that numbers all pages consecutively in the upper right-hand corner

## EXAMPLE FIRST PAGE:

Smith 1

John Smith

Mr. Washington

British Literature

January 1, 2015

Title of Your Paper

This is where you will start your paper. Blah Blah Blah Blah Blah Blah

Blah Blah Blah Blah . . .

## Internal Citations:

*from Cornell University Library-*

<http://www.library.cornell.edu/resrch/citmanage/mla>)

In MLA style, writers place references to sources in the paper to briefly identify them and enable readers to find them in the Works Cited list. These parenthetical references should be kept as brief and as clear as possible.

- Give only the information needed to identify a source. Usually the author's last name and a page reference suffice.
- Place the parenthetical reference as close as possible its source. Insert the parenthetical reference where a pause would naturally occur, preferably at the end of a sentence.

## Internal Citations Continued:

- Information in the parenthesis should complement, not repeat, information given in the text. If you include an author's name in a sentence, you do not need to repeat it in your parenthetical statement.
- The parenthetical reference should precede the punctuation mark that concludes the sentence, clause, or phrase that contains the cited material.
- Electronic and online sources are cited just like print resources in parenthetical references. If an online source lacks page numbers, omit numbers from the parenthetical references. If an online source includes fixed page numbers or section numbering, such as numbering of paragraphs, cite the relevant numbers.

### **Examples:**

**Author's name in text:** Dickens has expressed his concern (118-121).

**Author's name in reference:** This concern has been expressed (Dickens 118-121).

**Multiple authors of a work:** The theory was proved correct based on the hypothesis (Bradley and Rogers 7).

**Two locations:** Williams alludes to this premise (136-39, 145).

**Two works cited:** (Burns 54; Thomas 327).

**Works with no author\*:** stated by the presidential commission (*Report 4*).

\*When a work has no author, use the work's title or a shortened version of the title when citing it in text. (If abbreviating a title, omit initial articles and begin with the word by which it is alphabetized in the Works Cited list.):

**Online source without numbered pages:** on climate change (Howe).

## Works Cited:

**Works Cited** is a list of sources that you have incorporated within your paper. It is not a list of all the works that you found that addressed your topic.

1. An alphabetical list of your sources begins with a title centered one inch from the top of the page.
2. After the title, double-space once and begin your list of entries following the forms given below. Each entry begins at the left margin, and any additional lines are indented five spaces or a standard tab key.
3. The list is double-spaced within each entry and double-spaced between each additional entry.
4. *For instructors who still wish to require the use of URLs*, MLA suggests that the URL appear in angle brackets after the date of access. Break URLs only after slashes.

### **For example:**

Aristotle. *Poetics*. Trans. S. H. Butcher. *The Internet Classics Archive*. Web Atomic and Massachusetts Institute of Technology, 13 Sept. 2007. Web. 4 Nov. 2008.  
  
<<http://classics.mit.edu/>>.

5. When a publication or database does not indicate the publisher, the place or date of publication, or the pagination, use the following symbols:

n.p. No place of publication

n.p. No publisher given

n.d. No date of

n. pag. No pagination given

6. Note: Titles of works are no longer underlined; they are italicized. Example: *The Adventures of Huckleberry Finn*

**Important Note: Citation generator websites may not perfectly cite your sources according to MLA format; consult the sample citations for verification.**



# SAMPLE ELECTRONIC CITATIONS

## **Article from Online Subscription Service (ex: Student Resource Gold)**

Author. "Title of Article." Editor (if given). *Title of Magazine* Volume Number (year): or Date of publication: page numbers (if given). *Title of Database*. Web. Date of Access.

### **EXAMPLE:**

Lowry, Brian. "Spinoff's Doctors Need Patient Care." *Variety*. 24 Sept. 2007: 77.

*Student Resource Center Gold*. Web. 10 April 2008.

## **Article from Online Encyclopedia or Subscription Service (ex: ABC-CLIO or Worldbook Online)**

Author, editor, compiler, if given. "Title of Article." *Title of overall Web Site*. Version or edition used. Publisher or sponsor of the site, date of publication. Web. Date of Access.

### **EXAMPLE:**

"Affirmative Action." *American Government*. ABC-CLIO, 2008. Web. 14 April 2008.

## **Online Periodicals including scholarly journals, newspapers, & magazines**

Author if given. "Title of Article." *Title of Journal or Magazine* Vol. #. Issue # (date of publication): page numbers or paragraph range. Web. date of access.

### **EXAMPLE:**

Wheelis, Mark. "Investigating Disease Outbreaks." *Emerging Infectious Diseases* 6:6

(2000): 33 pars. Web. 8 May 2008.

## **Personal and Professional Internet Sites**

Author if given. "Article Title(if given)." *Homepage Title*. Name of organization associated with site, copyright date or last update. Web. Access date -day month year.

### **EXAMPLE:**

Felluga, Dino. *Guide to Literary and Critical Theory*. Purdue University, 28 Nov. 2003.

Web. 10 April 2008.

# SAMPLE PRINT CITATIONS

## **Book**

Author's Last name, First. *Title of Book*. City of publication: Publisher, year of publication. Print.

### **EXAMPLE:**

Clancy, Tom. *Clear and Present Danger*. New York: Berkley Books, 1989. Print.

## **Book with Editor**

Editor's Last Name, First, ed. *Title of Book*. City of publication: Publisher, year of publication. Print.

### **EXAMPLE:**

Hambly, Gavin, ed. *Women in the Medieval Islamic World*. New York: St. Martin's Press, 1999. Print.

## **Book with More Than One Author**

The first given name appears in last name, first name format; subsequent author names appear in first name last name format.

### **EXAMPLE:**

Gillespie, Paula, and Neal Lerner. *The Allyn and Bacon Guide to Peer Tutoring*. Boston: Allyn, 2000. Print.

## **Multi-volume Reference Book or Work in an Anthology**

Author if given. "Title of Article." *Title of Book*. Ed. Editor's Name. Vol. #. City of publication: Publisher, year of publication. Page numbers of cited piece. Print.

### **EXAMPLE:**

"Joseph Conrad." *Short Story Writers*. Ed. Frank Magill. Vol. 1. Pasadena: Salem Press, 1997. 432-44. Print.

## EXAMPLE WORKS CITED:

*Adapted from Purdue Owl*

Cook 5

### Works Cited

"Blueprint Lays Out Clear Path for Climate Action." *Environmental Defense Fund*. Environmental Defense Fund, 8 May 2007. Web. 24 May 2009.

Clinton, Bill. Interview by Andrew C. Revkin. "Clinton on Climate Change." *New York Times*. New York Times, May 2007. Web. 25 May 2009.

Dean, Cornelia. "Executive on a Mission: Saving the Planet." *New York Times*. New York Times, 22 May 2007. Web. 25 May 2009.

Ebert, Roger. "An Inconvenient Truth." Rev. of *An Inconvenient Truth*, dir. Davis Guggenheim. *Rogerebert.com*. Sun-Times News Group, 2 June 2006. Web. 24 May 2009.

*GlobalWarming.org*. Cooler Heads Coalition, 2007. Web. 24 May 2009.